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ABSTRACT

This guide for selecting library materials for residents of state institutions is designed to help the institutional librarian who has special groups to serve and who does not have access to standard acquisition tools. The first section lists what information is necessary to order materials, provides samples of filled-in order forms, and mentions several acquisition tools. The second section suggests bibliographies to use when creating a core collection of materials for reluctant or poor adult and adolescent readers, the mentally handicapped, and general prison and hospital populations. The third section recommends a source of reviews of library materials. Publisher names and addresses of print and non-print materials are included in the fourth section, and reasons to refuse gifts offered to libraries are discussed in the fifth. Resources available to institutional librarians in Texas comprise the sixth section, featuring names, addresses, and hours of service of 29 libraries in the state. The seventh section instructs librarians on how to construct a materials selection policy. (SD)

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SELECTING LIBRARY MATERIALS FOR RESIDENT LIBRARIES IN STATE INSTITUTIONS

Revised edition

by

Barbara S. Crosby

Library Development Division
Texas State Library
Austin, Texas
1989

IR053373

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Anne Ramos

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

INTRODUCTION

This manual is a guide for selecting library materials for residents in state institutions. It is designed to help the institutional librarian who has special groups to serve and who does not have access to standard acquisition tools.

The lists of bibliographies and publishers presented here were compiled in July, 1989. Lists like these very quickly become out-of-date. Texas State Library staff will evaluate and improve these lists periodically and will mail the updated lists to the state institution librarians. The manual is in loose leaf form so that new lists may be added easily.

If you have suggestions for adding to or deleting from these lists, or suggestions for changing any of the material presented here please write to:

Special Services Consultant
Library Development Division
Texas State Library
Box 12927
Austin, Texas 78711
512/463-5476

TABLE OF CONTENTS

If you know the author or title of an item you want to buy, you can find all the necessary purchasing information in the reference books listed in **ACQUISITIONS.**

If you want to build your library collection by purchasing material which you know to be good and which you know are frequently used by certain kinds of readers, you can consult lists made by experts in **BIBLIOGRAPHIES.**

If you want to buy new material which you know to be good, consult the experts to be found in **REVIEWS.**

If bibliographies and reviews do not provide information on the kind of material you need or on enough material, get appropriate catalogs from the **PUBLISHERS** listed in that section of this manual. This same section lists DEALERS who collect special kinds of materials, like non-print and manipultives, appropriate for people who do not read.

If you need a justification to refuse material offered to your library, consult the **GIFTS** section of this manual for good reasons to say NO.

If you need information, help in making decisions, or access to acquisition tools and bibliographies, contact the **RESOURCES** listed in the that section of the manual.

To develop a written selection policy for your institution, follow the instructions to be found in **SELECTION POLICY.**

What you need to know about materials in order to order them.

Essential

Title
Edition
Author, editor, or artist (if there is one)
Publisher (name and address)
Publication Date
Cost

How many you want.

Needed

International Standard Book Number (ISBN) or Record Number

Series name and series number for the item
(If the item is part of a series)

Number of volumes, records, reels, cassettes, or sets
(If the title has more than one)

Form (audio-cassette, video-cassette [VHS or Beta], record, 16 mm film, kit, game, toy, paperback or hardbound book, etc.)

Proof the item is in print. (Attach a catalog or advertisement to the order, or cite a page number from a reliable "in print" source - See page A-4)

ACQUISITIONS
Order Examples

Sample Multi-Order Form
for Book Order

BUDGET CODE: TSB

TITLE: HOW TO EAT FRIED WORMS (large print) (SET OF ___ VOLS)

EDITION:

ISSN/ISBN: 1-55736-051-0

COPIES: 1

SERIES:

PRICE EACH: $13.95

AUTHOR (LAST NAME FIRST): Rockewell, Thomas

VEN. CODE:

PUB. DATE: 1987

PUBLISHER:
ABC-CLIO
2040 APS, Box 4397
Santa Barbara, CA 93140-4397

Catalog attached.

SOURCE/GIFT OF (8189) LC NUMBER

Sample Multi-Order Form
for Book Order

BUDGET CODE: GDSS

TITLE: WORLD BOOK ENCYCLOPEDIA (SET OF 22 VOLS)

EDITION: 1987 ED.

ISSN/ISBN:

COPIES: 1 set

SERIES: (VOL NO.: ____)

PRICE EACH: $499.00

AUTHOR (LAST NAME FIRST):

PUB. DATE: 1987

PUBLISHER:
World Book/Child Craft
Educational Services
Station 8
Merchandising Mart
Chicago, IL 60654

*flier
attached

SOURCE/GIFT OF (8189) LC NUMBER

Sample Multi-Order Form
for Video Cassette Order

BUDGET CODE: TDC

TITLE: SAY NO TO DRUGS, VHS Videocassette (Twin Tower) (SET OF ___ VOLS)

EDITION: VHS =6300246450

ISSN/ISBN:

COPIES: 1

SERIES: Video Alert Sept/Oct. 1988 catalog p. 35

PRICE EACH: $11.50

AUTHOR (LAST NAME FIRST):

PUB. DATE: 1987

PUBLISHER:
Baker & Taylor Video
501 S. Gladiolus St.
Momence, IL 60954
1-800-435-5111

SOURCE/GIFT OF (8189) LC NUMBER

Sample Multi-Order Form
for Audio Cassette Order

BUDGET CODE: AUSH

TITLE: NEWS FROM LAKE WOBEGON
Audio Cassette (MPR) (SET OF ____ VOLS)

EDITION: Ingram #200729 ED.

ISSN/ISBN: 0-942110-04-8

COPIES: 1 set

SERIES: (VOL NO.: ____)

PRICE EACH: $34.95

AUTHOR (LAST NAME FIRST): Keillor, Garrison

PUB. DATE:

PUBLISHER:
Ingram Audio 1-800-937-8000
347 Reedwood Drive
Nashville, TN 37217

Fall/Winter 1988 catalog, p. 56

SOURCE/GIFT OF (BID) LC NUMBER

Sample Multi-Order Form
for Toy Order

BUDGET CODE: LBBK

TITLE: SHAPE SWITCH
(3-piece puzzle w/ built-in switch) ___ VOLS

EDITION: ED.

ISSN/ISBN: cat. #17

COPIES: 3

SERIES: (VOL NO.: ____)

PRICE EACH: $34.00

AUTHOR (LAST NAME FIRST):

PUB. DATE:

PUBLISHER:
Steven Kanor Ph.D. Inc.
8 Main St.
Hastings-on-Hudson, NY 10706
(914)478-0960

1988 "Toys for Special Children" catalog, p.36

SOURCE/GIFT OF (BID) LC NUMBER

A-3

When you know the title of a book or record you want to buy, but you do not have all the information necessary to order the item, these are the tools which will give you all the information you need.

Some of these are just too large and too expensive for your library but your local public library (or the closest big city library -- see LIBRARY list under RESOURCES) will have these tools. You can use them there or you can call and ask a reference librarian to look something up for you.

BOOKS

Books in Print. Bowker. Annual.

Paperbound Books in Print. Bowker. Annual.

Children's Books in Print. Bowker. Annual.

Subject Guide to Children's Books in Print. Bowker. Annual.

The Complete Directory of Large Print Books and Serials. Bowker. Irregular.

Includes material printed in 14pt type or larger, includes 5,000 titles from 90 publishers and agencies, includes books for children ages preschool up as well as material appropriate for older adults.

All of the above provide ISBN number, price, series, edition, and publisher plus publisher's address. Except for the two children's editions they all have Author, Title, and Subject indexes.

R.R. Bowker
245 W. 17th Street
New York, NY 10011
800/521-8110

AUDIO VISUAL

NICEM Media Index. National Information Center for Educational Media, University of Southern California. Triannual.

Indexes 8mm motion picture cartridges, 16mm educational films, filmstrips, audio and videotapes, and transparencies in seven separate indexes. A separate volume provides producers' and distributors' addresses. Items are listed by title. There is a subject index. Provides all needed purchasing information. Not all public libraries will have the entire index, but they probably will have the volume with addresses.

Variety's Complete Home Video Directory. Bowker. Annual

Indexes more than 25,000 video cassette titles with full ordering information. Includes closed captioned titles.

Video Source Book. National Video Clearinghouse. 1986

Lists 50,000 video programs available on video. Many films which have been transformed to video are listed.

On Cassette: A Comprehensive Bibliography of Spoken Work Audiocassettes. Bowker. Annual

Indexes by Author, Title, Subject and Reader over 33,000 tapes.

Schwann Record & Tape Guide. Boston: W. Schwann, Inc.

Schwann-1 monthly

This is the record equivalent of Books in Print. It lists every available record and tape with all the information needed to order. It is arranged by kind of music or kind of sound. Schwann 1 covers classical, rock, blues, country and western, folk, and jazz.

Schwann-2 Semi-Annual Supplement is designed to be used together with Schwann-1, and lists many records/tapes not in Schwann-1: monos, simulated stereos, Spoken & Miscellaneous (including Bird Songs, Documentary, Humor, Instruction-How To, Language, Plays, Poetry & Prose, Railroad Sounds, Sound Effects, Test Records), International Pop & Folk, Non-Current Popular (including Band, Hawaiian, Organ, Religious).

Schwann catalogs can be purchased for $1.45 at any record store or order from:

Schwann Record Catalogs
535 Boylston Street
Boston, MA 02116
617/437-1350

POOR OR RELUCTANT ADULT READERS AND DEAF READERS

These lists may serve as a guide to creating a core collection of bright, cheerful, relevant books, which will appeal to adults who are just learning to read, who read poorly, or who are reluctant to read.

You may borrow these bibliographies from the Texas State Library, Library Science Collection. Call 512/463-5494 or 800/252-9386.

Note: Some items listed in these bibliographies may no longer be in print.

027.6 R222 **Reader Development Bibliography: Books Recommended for Adult New Readers**. Annotated and compiled by M.F. Buckingham. New Readers Press, 1982.

Lists and describes materials from the Reader Development Program of The Free Library of Philadelphia. This program provides materials written on an eighth grade reading level or below to adults and young adults learning to read. The list is divided into subject areas of interest to adult readers trying to make their way in the world. It also provides one hundred fiction entries. There is an essay on how to choose low level reading material for adults.

New Readers Press
Publishing Division of Laubach
Literacy International
Box 131
Syracuse, NY 13210

011.6 B644 1988 **Books for Adult New Readers: A Bibliography Developed by Project: LEARN**. Cleveland Area Metropolitan Library System and Merrick Settlement House. Revised and annotated by Frances Josephson Purcell. Eaton Corporation, 1988. $6.00 paper.

This list was compiled for English speaking readers 18 years or older who read at a seventh grade level or below. Sixty percent of the 400 items are fifth grade level or below. The materials content, design, and layout are directed toward adults. The list is divided into two basic sections, knowledge and leisure reading. Both subjects cover a wide range of topics including science, history, sports, and science fiction.

New Readers Press
Box 131
Syracuse, NY 13210

011.6
H365L

Literacy Resources: An Annotated Checklist for Tutors and Librarians. Compiled by Jane-Carol Heiser. Enoch Pratt Free Library, 1983. $5.00 paper.

Lists and describes material used often and successfully by people participating in the Enoch Pratt Literacy Program. This material is for beginning adult readers but it ranges in difficulty from grade 1 level through grade 8 level. The list includes reading for entertainment and for information on basic life skills, jobs, cars, money, family, goverment.

Enoch Pratt Free Library
400 Cathedral St.
Baltimore, MD 21201-4484

016.8
B471
1980

Bibliography of Adult Basic Reading Material. Reading, English as a Second Language, Humanities. Literacy Volunteers of America, Inc., 1980. $6.00

This list is divided into three levels of reading difficulty: grades 1 and 2, grades 3 and 4, grades 5 and 6. Each of those categories is divided into lists of Reading for information, Reading for fun, Biography, and Job related materials. Many of the books listed are about minority Americans, many are literary classics which have been adapted for low reading level.

Literacy Volunteers of America
404 Oak St.
Syracuse, NY 13203

010
B814b

Books for You: A List of Entertaining Books That are Easy to Read. Dallas Public Library, 1981.

The booklet is an annotated list of 160 titles that are easy to read and which appeal to adult audiences who for whatever reason need easy to read books about subjects in which there is a great deal of interest. The Dallas Public Library printed this booklet as a part of a Service to the Deaf grant and has found it very helpful in serving this population group.

Reading level is indicated for each title. They are all sixth grade reading level or below.

010
N293b

Bibliograhy of the Literacy Support Project, Shawnee Library System.
Compiled by Betty Neeley. Carterville, IL, 1987.

Briefly annotates approximately 200 titles and evaluates them according to reading and age level. Indexes them by reading level.

ADOLESCENTS

These lists might serve as a guide for selecting a basic core collection for a youth correctional school.

You may borrow these bibliographies from the Texas State Library, Library Science Collection. Call 512/463-5494 or 800/252-9386.

Note: Some items listed in these bibliographies may no longer be in print.

016
J959
1985 **Junior High School Library Catalog**, plus supplements grades 7-9, 5th ed. Wilson, 1985. $62. ISBN 0-8242-0720-3

016
St24h
1987 **Senior High School Library Catalog**, plus supplements. 13th ed. Wilson, 1987. $70. ISBN 0-8242-0755-6

These provide complete purchasing information for each entry. Items are arranged under the Dewey Decimal classification system with a separate section on fiction. There is also a combined author, title, subject index.

H.W. Wilson Co.
950 University Avenue
Bronx, NY 10452
212/588-8400

011.
625055
G412s **The Senior High School Paperback Collection.** John T. Gillespie. American Library Association, 1986 ISBN 0-8389-0454-8

011.67
G412j **The Junior High School Paperback Collection.** John T. Gillespie. American Library Association, 1985. ISBN 0-8389-0420-3

These provide complete ordering information for the selected titles and lists them under popular interest subject headings. There is also a combined author-title index.

American Library Association
Publishing Services
50 East Huron St.
Chicago, IL 60611

ADOLESCENTS
continued

016. 373133 B813c **Core Media Collection for Secondary Schools**, 2nd ed. Lucy Cooper Brown, ed. Bowker, 1979. $18.95 ISBN 0-8352-1162-2

For grades 7 through 12 arranged by subject heading, provides brief description and all information needed for ordering, plus lists of publishers and addresses.

016. 372133 B813c **Core Media Collection for Elementary Schools**, 2nd ed. Bowker, 1978. $18.95 ISBN 0-8352-1096-0

For grades 1 through 6 arranged by subject heading, provides brief description and all information needed for ordering, plus lists of publishers and addresses.

010 G4126 **Best Books for Children: Preschool Through Middle Grades.** 3rd ed. Bowker, 1985. $29.95 ISBN 0-8352-2131-8

Arranged by subject; lists a good mixture of old and new titles and covers topics on ethnic minorities and on sex roles and sexual development.

R.R. Bowker
205 East 42nd St.
New York, NY 10017
800/521-8110

ADOLESCENT
POOR OR PROBLEM READERS

These lists might serve as a guide for developing a core collection for young people who cannot or will not read.

You may borrow these bibliographies from the Texas State Library, Library Science Collection. Call 512/463-5494 or 800/252-9386.

Note: Some items listed in these bibliographies may no longer be in print.

027.626
H537
1985

High/Low Handbook: Books, Materials, and Services for the Teenage Problem Reader. 2nd edition. Compiled and edited by Ellen V. LiBretto. R.R. Bowker, 1985. $19.95 ISBN 0-8352-2133-4

Describes how to select, evaluate, and use books and materials for the disabled or reluctant adolescent reader. It describes and evaluates 286 books for teenagers who read at fifth grade level or below and/or who fear reading. It provides a list of books that can serve as a core collection for Texas Youth Commission libraries or for state hospitals with drug abuse programs. The annotations include price and the publisher's address.

R.R. Bowker
205 East 42nd St.
New York, NY 10017
212/916-1600

028.52
Su84
1986

The Best in Children's Books: The University of Chicago Guide to Children's Literature 1979-1986. Zena Sutherland, ed. University of Chicago Press, 1980. $6.50 paper. ISBN 0-226-78060-0

Includes reviews of titles selected for outstanding literary quality from those already published in the Bulletin of the Center for Children's Books. A reading level index begins with books for preschool and kindergarten children, followed by those for independent reading beginning with Grade 1; reading level spans indicate probable use. All reading levels are determined by the Bulletin advisory committee, not by a specific formula.

University of Chicago Press
5801 Ellis Avenue
Chicago, IL 60637
312/962-7906

028.535 N213h 1988 **High Interest Easy Reading for Junior and Senior High School Students.** Fifth edition. Prepared by Dorothy Matthews, Chair, and the Committee to Revise High Interest-Easy Reading of the National Council of Teachers of English. National Council of Teachers of English, 1988.

Annotates approximately 400 recommended books of interest to reluctant junior or senior high school readers, arranged in twenty-two categories including adventure, fantasy, and history.

Vertical File **Recommended Books for the Reluctantant Young Adult Reader**(formerly **High-Interest Low-Reading Level Booklist**, 1982-1986) by the Recommended Books for the Reluctant Young Reader Committee. Young Adult Division, American Library Association. Annual.

Provides a brief annotation and ordering information for about twenty books each year. The books are evaluated by the committee for reading level and reader interest. The highest reading level included is sixth grade.

016. 79143 P429s **Selected Videos and Films for Young Adults, 1975-1985.** Compiled by Patsy H. Perritt and Jean T. Kreamer for Young Adult Services Division. American Library Association, 1986.

Annotates 198 16mm films selected by the Selected Films for Young Adults Committee on the basis of their technical quality and appeal. Most of the films are less than one half hour long. They all are also available in video format. There is a subject index.

American Library Association
Publishing Services
50 East Huron St.
Chicago, IL 60611

MENTALLY HANDICAPPED

These lists might provide a guide for selecting materials for the mentally handicapped. You may borrow these bibliographies from the Texas State Library, Library Science Collection. Call 512/463-5494 or 800/252-9386.

Note: Some items listed in these bibliographies may no longer be in print.

001.62 L628a 1986 "Wordless Books," p.269-271 in **A to Zoo: Subject Access to Children's Picture Books.** 2nd ed. Compiled by Carolyn W. Lima. Bowker, 1986.

The "Wordless Books" section of this bibliography list books which have beautiful illustrations. Since there is no story and the illustrations are general, most of these books are appropriate for adults. There are no annotations.

016.7914 30294 G12m **More Films Kids Like: A Catalog of Short Films for Children.** Compiled and edited by Maureen Gaffney. American Library Association, 1977.

This bibliography provides good annotation and has stills from the films. The films are short for short attention spans. From the annotations and stills one can select films which are appropriate for an adult. Most of these films are still available and many have been put on video.

GENERAL PRISON OR HOSPITAL POPULATIONS

These lists might serve as a guide for establishing a basic core collection for a large group of adults who have average reading ability and a variety of interests.

You may borrow these bibliographies from the Texas State Library, Library Science Collection. Call 512/463-5494 or 800/252-9386.

Note: Some items listed in these bibliographies may no longer be in print.

016 P965 8th 1983 **Public Library Catalog.** 8th ed. plus Supplements Edited by Gary L. Bogart and John Greenfield. Wilson, 1984.

Arranged by Dewey Decimal classification; provides ordering information and a brief description of the book's contents. There is a combined author, title, subject index. This list is compiled from selected public libraries and attempts to list materials that meet the needs of contemporary adults. No fiction is listed.

016 F447 **Fiction Catalog.** 11th ed. Wilson, 1986.

Arranged alphabetically by author, each entry gives full ordering information and a brief annotation. There is also a subject and title index. This is considered the base, clasical fiction collection for a small library.

VF Instit. Libraries **Poetry: A Selective Bibliography of Poetry Books for Institution Libraries.** State Library of Florida, 1984.

Lists collections of poetry which are generally written at lower reading levels and which deal with ethnic and racial experience, love and personal feelings, and which come in paperback and dura-bound bindings.

GENERAL PRISON OR HOSPITAL
continued

016.613 R259c 1984 **The Consumer Health Information Source Book.** 2nd ed. Alan M. Rees and Jodith Janes. Consumer Information Series. Bowker, 1984.

Arranged under broad subject categories, this book describes and evaluates reference tools, election aids, encyclopedias and periodicals as well as books, pamphlets, and AV materials on basic health topics.

016 E126 1986 **The Elementary School Library Collection: A Guide to Books and Other Media.** 15th ed. Lois Winkel, editor. Brodart, 1986.

This is recommended as a selection tool for general populations because of its coverage of all kinds of audio visual material: sound and silent captioned filmstrips, disk and tape recordings, kits, microcomputer programs, videocassettes, art/study prints, slide sets, games, transparency sets. These are listed under Dewey Decimal classification categories. So you can pick subject categories of interest to adults and, by carefully reading the brief annotations, find some audio visual materials which will be appropriate for adults. There are author, title and subject indexes.

If you cannot see a book or a video tape, or listen to a record before you buy, the next best way to make a selection is to read a review. The tool listed below is an excellent review source for just about everything you need. Try to arrange with your local library or through Interlibrary Loan (see RESOURCES) to borrow older issues or to have parts of current issues photocopied for you.

Booklist. American Library Association. (twice monthly). $40.

Everything reviewed in Booklist is recommended for purchase by libraries.

Reviews ADULT FICTION & NON-FICTION.
Reviews CHILDRENS BOOKS & BOOKS FOR YOUNG ADULTS.
Reviews AUDIO VISUAL MATERIALS, films, filmstrips, slides, video recordings and cassettes, media kits, games, and spoken recordings.
Reviews educational KITS & GAMES.
Reviews SPOKEN RECORDS (poetry, plays, and instructional recordings).
Reviews REFERENCE BOOKS.
Occassionally reviews special kinds of books like ADULT NEW READERS or WORDLESS BOOKS or BOARD BOOKS.

American Library Association
50 E. Huron St.
Chicago, IL 60611
312/944-6780

If you want to purchase some good reference books, borrow this very helpful review collection from the Texas State Library, Library Science Collection 512/463-5494 or 800/252-9386.

011.02 R245 American Reference Books Annual. Recommended reference books for small and medium-sized libraries. Libraries Unlimited. (annual). $47.50

Libraries Unlimited
Box 263
Littleton, CO 80160
303/770-1220

POOR OR RELUCTANT ADULT READERS

These publishers produce bright, cheerful, very easy to read books for adults who are just learning to read, read very poorly, or who are reluctant to read. These publishers produce both information and fiction books. They also produce adult basic education and English as a second language material. Describe your special group and the kind of material you want for them when you request catalogs. (See the Life Coping Skills list in the SELECTION POLICY section of the manual for suggested content.) Address your requests to the adult New Reader Department.

American Library Association
50 E. Huron St.
Chicago, IL 60611
312/944-6780

Better Learning
1004 Crystal Creek Dr.
Austin, TX 78746
512/263-2226

Book-Lab, Inc.
500 74th St.
North Bergen, NJ 07047
201/861-6763

Cambridge, The Adult Education Co.
888 7th Avenue
New York, NY 10106
800/221-4764

Contemporary Books, Inc.
180 North Michigan Avenue
Adult Education Department F 83
Chicago, IL 60601
312/782-9181

Continental Press
520 E. Bainbridge St.
Elizabethtown, PA 17022
717/367-1836

Crestwood House
Box 3427, Highway 66 South
Mankato, MN 56001
507/388-1616
800/535-4393

Doubleday and Company
501 Franklin Avenue
Garden City, NY 11530
800/255-4133

Follett Publishing Co.
1010 W. Washington Blvd.
Chicago, IL 60607
312/666-4300

Janus Book Publishers
2501 Industrial Pkwy., Dept. H
Hayward, CA 94545
800/227-2375

David S. Lake, Publisher
500 Harbor Blvd.
Belmont, CA 94002
800/877-4283

Literacy Volunteers of America
404 Oak St.
Syracuse, NY 13203

Longman, Inc.
1560 Broadway
New York, NY 10036
212/764-3950

New Readers Press
Division of Lauback
Literacy International
Box 131
Syracuse, NY 13210
800/448-8878

Regents Publishing Company, Inc.
2 Park Avenue
New York, NY 10016
212/889-2780

Steck-Vaughn Company
P.O. Box 2028
Austin, TX 78768
512/4766721

Xerox Education Publications
245 Long Hill Rd.
Middletown, CT 06457
203/349-7251

POOR OR RELUCTANT ADOLESCENT READERS

These publishers produce information and fiction books which appeal to adolescent readers who read at a fourth grade level or below and who may read at a higher level but who are not motivated to read. Describe your special group and the kind of material you want for them when you request catalogs. (See the Life Coping Skills list in the SELECTION POLICY section of the manual for suggested content.)

Archway Paperbacks
c/o Pocket Books
1230 Avenue of the Americas
New York, NY 10020
800/223-2326

Avon Books
Education Department
105 Madison Ave.
New York, NY 10016
800/238-0658

Book-Lab, Inc.
500 74th St.
North Bergen, NJ 07047
201/861-6763

Cambridge Book Co.
888 Seventh Ave.
New York, NY 10106
800/221-4764

Children's Press
1224 W. Van Buren St.
Chicago, IL 60607
800/621/1115

Creative Education, Inc.
123 S. Broad St.
Mankato, MN 56001
800/445-6209

Crestwood House, Inc.
Box 3427, Hwy. 66 S.
Mankato, MN 56001
800/535-4393

Dell Publishing Co., Inc.
1 Dag Hammarskjold Plaza
245 E. 47th Street
New York, NY 10017
800/225-4133

Dillon Press, Inc.
242 Portland Ave. S.
Minneapolis, MN 55415
800/328-8322

Dodd, Mead & Co.
71 Fifth Ave.
New York, NY 10003
Series: Dodd Mead Hi-Lo Series
800/237-3255

Doubleday and Company, Inc.
245 Park Avenue
New York, NY 10167
Series: Signal
800/323-9872

E. P. Dutton Publishing Co., Inc.
2 Park Avenue
New, NY 10016
Series: Skinny Books
800/526-0275

EMC Corp.
300 York Ave.
St. Paul, MN 55101
Series: Headliners 1 & II,
Encounters, Kropp Books
800/328-1452

Harcourt Brace Jovanovich, Inc.
1250 Sixth Ave.
San Diego, CA 92101
Series: Sport Stars
800/543-1918

Houghton Mifflin Co.
One Beacon St.
Boston, MA 02108
800/225-3362

Julian Messner, A Simon & Schuster Co.
1230 Avenue of the Americas
New York, NY 10020
800/223-2348

David S. Lake, Publisher
500 Harbor Blvd.
Belmont, CA 94002
800/877-4283

Lerner Publications
241 First Ave., N
Minneapolis, MN 55401
800/328-4929

New Readers Press
Box 131
Syracuse, NY 13210
800/448-8878

Scholastic Inc.
730 Broadway
New York, NY 10003
800/392-2179

Viking Penguin
40 W. 23rd St.
New York, NY 10010
800/631-3577

Franklin Watts, Inc.
387 Park Ave. S
New York, NY 10016
Series: Triumph
212/686-7070
800/672-6672

LARGE PRINT BOOKS

These publishers produce a wide range of material in large print for children, young adults, and for the elderly. Describe your special group when you request catalogs.

ABC-Clio
130 Cremona, Box 1911
Santa Barbara, CA 93116-1911
800/422-2546
Cornerstone Books for children

John Curley & Associates
P.O. Box 37, 5.
Yarmouth, MA 02664
800/621-0182

Doubleday & Co.
501 Franklin Avenue
Garden City, NY 11530
800/323-9872
Telex: 14-7229

Forward Movement Publications
412 Sycamore St.
Cincinnati, OH 45202
800/543-1813

Greenwillow Books
105 Madison Avenue
New York, NY 10016
212/889-3050

G. K. Hall
70 Lincoln Street
Boston, MA 02111
800/343-2806

Pantheon Books
201 E. 50th Street
New York, NY 10022
800/638-6460

Thorndike Press
P. O. Box 159
Thorndike, Maine 04986
800/223-6121

NON READERS IN GENERAL

The companies listed hear produce or collect material which will inform and entertain a number of groups, the elderly, the nonreader who can listen or play. the non-reader who can manipulate objects including learning disabled children and adolescents, the mentally retarded and multi-handicapped.

SOUND

Caedmon
One Colomba Drive
Niagara Falls, NY 14305
800/843-8056
Recordings by famous voices of popular titles for children and adults.

Listening Library, Inc.
1 Park Ave.
Old Greenwich, CT 06870-9990
800/243-4504
Literature based media for children and adults: filmstrips, audio and video cassettes and read-along books.

Spoken Arts
Dept. E86 P.O. Box 289
New Rochelle, NY 10802
Recordings, filmstrips, cassettes, and read-alongs of short stories and classics.

TROLL Associates
100 Corporate Drive
Mahwak, NJ 07430
800/526-5289
Kits of Read-along books appropriate for K-12.

Jabberwocky
P.O. Box H
Novato, CA 94948
800/227-2020
Classic books on cassettes with read-along books.

Educatonal Frontiers
157 Chambers St.
New York, NY 10007
Video and audio cassettes, filmstrips, records and computer software, all on educational subjects, science, etc.

NON-READERS continued

SLIDE TAPE PROGRAMS

BiFolkal Productions
809 Williamson St.
Madison, WI 53703
608/251-2818
BiFolkal produces slide tape presentations on events, styles, popular music of forty to sixty years ago. They also produce collections of touchable items on themes like the seasons of the year and they produce multi-stimulation kits. These are designed to stimulate the elderly to remember and to share their experiences.

TOUCH

Science Products
Box A
Southeastern, PA 19399
800/ 822-7400
Science Products produces print-tactile books which someone can read to a client while the client feels the design.

Oakmont Visual Aids Workshop
6637 Oakmont Drive
Santa Rosa, CA 95405
Oakmont produces Touch and Feel hand made books with Braille. These would work well for teaching basic concepts to retarded adults.

American Printing House for the Blind
1839 Frankfort Ave, P.O. Box 6085
Louisville, KY
40206-0085

American produces sensory stimulation kits and tactile representations of maps, charts, math concepts and geometric shapes.

NON-READER continued

MANIPULATIVES

The following dealers produce material for school and special education students. Some of their material is also appropriate for confused or mentally retarded adults.

Fred Sammons, Inc.
Box 32
Brookfield, IL 60513-0032
800/323-7305

FlagHouse
150 North MacQueston Parkway
Mount Vernon, NY 10550
800/221-5185

Cole
P.O. Box 1717
Pasedena, TX 77501-1717
800/392-COLE

School Specialty Supply, Inc.
P.O. Box 1547
Salina, Kansas 67402-1547
800/255-0130

Beckley Cardy
1 East First Street
Duluth, MN 55802
800/227-1178

Constructive Playthings
1227 East 119th Street
Grandview, MI 64030
800/832-0224

NON-READERS continued

MANIPULATIVES continued

The following organizations produce material that is more specialized than the general education material above and more of it is appropriate for confused and retarded adults and for adolescents with learning disabilities.

Safari Limited
Box 630685
Miami, FL 33163
800/554-5414
This organization advertises itself as aa collector of "museum quality products." The materials are very sophisticated and well made. For this reason some of the material is quite appropriate for adult mentally retarded.

Lakeshore Lifeskills
P.O. Box 6261
Carson, CA 90749
Collects materials which teach basic life skills for adolescents, adults and for special education.

Mosier Materials, Inc.
61328 Yakwahtin Court
Bend Oregon 97702
503/388-4494

Childcraft Catalog
20 Kilmer Road, P.O. Box 3081
Edison, NJ
08818-3081
Carries Discovery Collections which are very well made replicas of things in nature like sea shells and fossils.

DLM, Developmental Learning Materials
7440 Natchez Ave.
Niles, IL 60648

DEALERS AND PUBLISHERS OF SPANISH & BILINGUAL MATERIALS

PUBLISHERS

Revista Chicano-Requena
Unversity of Houston
University Park, 77004

Books by the major figures of Hispanic literature in the United States

Lectorum Publications
137 West Fourteenth St.
New York, NY 10011

Books on subjects popular in the United States written in Spanish.

DEALERS

The dealers listed here collect materials in Spanish. When they have a good size collection they print a catalog. As soon as they sell everything in the collection they begin collecting new materials to produce a new catalog. When you order from them be sure you have the most recent catalog.

Fiesta Book Co.
6360 N. E. 4th Court
Miami, FL 33138-9937
305/751-1181

Amigos Book Co.
7904 Hillcroft
Houston, Tx 77081
713/988-4611

Bilingual Publications Co.
1966 Broadway
New York, NY 10023

Iaconi Book Imports
1110 Mariposa
San Francisco, CA 94107

Hispanic Books Distributors, Inc.
1665 West Grant Road
Tucson, AZ 85745

GIFTS

Selecting books and materials for your library includes selecting from GIFTS offered. No library has to accept gifts. Everything which goes into your library should be carefully chosen to serve the needs of the library user. When selecting new books you use a positive criteria. When evaluating gift books you use a negative criteria because you will have to say NO to inappropriate gifts.

YOU HAVE GOOD CAUSE TO REFUSE A GIFT

if the **COST OF THE STAFF'S TIME** spent in sorting, moving, cataloging, recording, and shelving the gift costs more than the value of the gift;

if there are **STRINGS ATTACHED** - if you have to do something special with the gift (mark it in some special way, put it somewhere special);

if the material offered **DUPLICATES** material or kinds of material you already have (you already own five bibles and three etiquette books);

if you have **LIMITED SPACE** in your library and you need that space to put materials your library clients especially need;

if the gift material is **OLD**;

if the material is in **POOR CONDITION**;

if the material's content or form **VIOLATES A POLICY** of the institution;

if the material is **NOT APPROPRIATE** for your clients in form or in content and you have reason to believe they will not use it.

if the material does not fit your **SELECTION POLICY**.

The best defence against unwanted gifts is
a good Selection Policy

For information on TEXAS STATE LIBRARY CENTRALIZED ACQUISITIONS GRANT call

Barbara S. Crosby, 512/463-5476
255-5476

For help in solving LIBRARY PROBLEMS in general call

Barbara S. Crosby, 512/463-5476
255-5476

To borrow BIBLIOGRAPHIES or books on running a library call

Anne Ramos, 512/463-5494
800/252-9386

For technical assistance in solving PROBLEMS IN ORDERING materials call

Rama Mathis, 512/463-5422
822-2026

For INFORMATION ON MATERIALS AVAILABLE for the BLIND & PHYSICALLY HANDICAPPED call toll free

800/252-9605
in Austin, 463-5458

To LOOK UP an ISBN or FIND A PUBLISHER'S ADDRESS call or visit your nearest public library (see Public Library List) and get to know someone in reference who will look things up for you, or, someone in acquisitions who might share tools with you.

To BORROW BOOKLIST call that same friendly public library. If they do not carry BOOKLIST, or cannot share it, call your closest Interlibrary Loan Center (see ILL list) to see if some other library would loan back issues or photocopy specific parts for you. If you want only young adult reviews or only reference reviews, you can request the other library to photocopy that particular section for you.

PUBLIC LIBRARY LIST

ABILENE
(Taylor)
Abilene Public Library
202 Cedar Street, 79601
915/677-2474
MTT 9-9; WFS 9-6 (68 hpw)

AUSTIN
(Travis)
Austin Public Library
P.O. Box 2287, 78768
800 Guadalupe
512/472-5433
M-Th 9-9; FS 9-5; Sun 12-6 (72 hpw)

BIG SPRING
(Howard)
Howard County Library
Fourth and Scurry, 79720
915/267-5295
M-Th 9:30-6: F 10-6: S 10-5
Librarian: Ms. Judith Monroe Gray

BRENHAM
(Washington)
Nancy Carol Roberts Memorial Library
100 W. Academy, 77833
409/836-2312
M-Th 8:30-7: F 8:30-5:30; S 8:30-4
Librarian: Dina Bennett
or AUSTIN

BROWNWOOD
(Brown)
Brownwood Public Library
600 Carnegie Blvd., 76801
915/646-0155
MTWF 9-6; Th 9-8; S 9-1
Librarian: Ms. Carolyn Eaves
or Abilene

CORPUS CHRISTI
(Nueces)
Corpus Christi Public Library
805 Comanche, 78401
512/88o-7070
M-Th 9-9; FS 9-6; Sun 2-6 (70 hpw)

CORSICANA
(Navarro)
Corsicana Public Library
100 North 12th, 75110
214/872-3071
MT 10-8; W-F 10-6; S 10-4
Librarian: Mr. David R. Bates
or DALLAS

CROCKETT
(Houston)
Crockett Public Library
P.O. Box 1226, 75835
708 E. Goliad
409/544-3089
M-F 9-5; S 10-1 (43 hpw)
Librarian: Sallie Woodward
or HOUSTON

DALLAS
(Dallas)
Dallas Public Library
1515 Young Street, 75201
214/749-4100
M-Th 9-9; FS 9-5; Sun 1-5 (70 hpw)

DENTON
(Denton)
Emily Fowler Public Library
502 Oakland, 76201
817/566-8470
MWFS 9-6; TT 9-9 (60 hpw)
Librarian: Mrs. Joella Orr
or DALLAS

FORT WORTH
(Tarrant)
Fort Worth Public Library
300 Taylor Street, 76102
817/870-7700
M-Th 9-9; FS 10-6 (68 hpw)

(continued)

GAINESVILLE
(Cooke)
Cooke County Library
200 South Weaver, 76240
817/665-2401
M-F 10-6; S 9-1 (44 hpw)
**M-F 10-6 (40 hpw)
Librarian: Mrs. Ann Woods
or DALLAS

GIDDINGS
(Lee)
Rufus Young King Library
177 S. Madison, 78942
409/542-2716
M-F 10-5:30; S 9-12 (40.5 hpw)
Librarian: Ms Pam Kubena
or AUSTIN

HOUSTON
(Harris)
Houston Public Library
500 McKinney, 77002
713/224-5441
M-F 9-9; S 10-6; Sun 2-6

HUNTSVILLE
(Walker)
Huntsville Public Library
P.O. Box 1819, 77340
1216 14th Street
409/291-5470
MTh 10-7; TuW 10-6; F 10-5; S 10-4
(47 hpw)
Librarian: Judy Hunter

KERRVILLE
(Kerr)
Butt-Holdsworth Memorial Library
505 Water Street, 78028
512/257-8422
MFS 10-6; TuTh 10-8; Sun 1-5
Librarian: Victoria Roberts
or SAN ANTONIO

LIVINGSTON
(Polk)
Murphy Memorial Library
601 West Church Street, 77351
409/327-4252
M 10-9; Tu-F 10-6 (43 hpw)
Librarian: Ms. Priscilla Emrich
or HOUSTON

LUBBOCK
(Lubbock)
Lubbock City-County Library
1306 Ninth Street, 79401
806/762-6411, ext. 2822
M-Th 9-9; FS 9-6 (66 hpw)

LUFKIN
(Angelina)
Kurth Memorial Library
101 Calder Square, 75901
409/634-7617
MTuWF 9-5; Th 9-8; S 9-12 (46 hpw)
**M-F 9-5; S 9-12 (43 hpw)
Librarian: Ms Elizabeth Hartman
or HOUSTON

MEXIA
(Limestone)
Gibbs Memorial Library
305 East Rusk, 76667
817/562-3231
M-F 10-6; S 10-4 (46 hpw)
Librarian: Miss Ruth Clark
or AUSTIN

MONAHANS
(Ward)
Ward County Library
409 S. Dwight, 79756
915/943-3332
TT 9-8; WFS 9-6 (49 hpw)
Librarian: Mrs. Fern Dodson
or LUBBOCK

RICHMOND
(Fort Bend)
Fort Bend County Library
1001 Golfview Drive, 77469
713/342-4455
MTh 9-9; FS 9-5; Sun 1-5
Director: Roman Bohachevsky
or HOUSTON

(continued)

RUSK
(Cherokee)
Singletary Memorial Library
Sixth Street, 75785
214/683-5916
T 1-6; W 10-5; ThF 12-5
Librarian: Mrs. Peggy McArthur
or DALLAS

SAN ANGELO
(Tom Green)
Tom Green County Library System
113 W. Beauregard, 76903
915/655-7321
M-Th 9-9; F 9-6; S 9-5 (65 hpw)
Librarian: Mr. Larry D. Justiss
or ABILENE

SAN ANTONIO
(Bexar)
San Antonio Public Library
203 S. St. Mary's, 78205
512/299-7790
M-F 9-9; S 9-6 (69 hpw)

TERRELL
(Kaufman)
Terrell Public Library
301 North Rockwell, 75160
214/563-6463
MWF 10-5; TuTh 10-8; S 10-1 (50 hpw)
Librarian: Mrs. Eva J. Cry
or DALLAS

VERNON
(Wilbarger)
Carnegie City County Library
2808 Wilbarger Street, 76384
817/552-2462
Tu-F 12-5:30; S 9-5 (30 hpw)
Librarian: Mrs. Jeanne May
or FORT WORTH

WACO
(McLennan)
Waco-McLennan County Library
1717 Austin Avenue, 76701
817/754-4694
M-Th 9-9; FS 9-6
Librarian: Ms. Dorothy Progar

WICHITA FALLS
(Wichita)
Kemp Public Library
1300 Lamar Street, 76301
817/761-8800
M-F 10-8; S 10-1
Librarian: Tina Williams
or FORT WORTH

As a "special" library, you are eligible to ask the following libraries to help you borrow books and photocopies from other libraries. Call the library which serves your area, introduce yourself, and discuss policies and procedures with the ILL librarian. Usually, there are no charges to borrow material on interlibrary loan in Texas.

INTERLIBRARY LOAN CENTERS

Abilene Public Library
Ms. Darla Neeper, ILL Librarian
(915/673-8761)
202 Cedar Street
Abilene, Texas 79601

Amarillo Public Library
Ms. Terri Jolly, ILL Librarian
(806/378-3053)
P.O. Box 2171
Amarillo, Texas 79189

Austin Public Library
Anita Fudell, ILL Librarian
(512/473-4198)
Box 2287
Austin, Texas 78768

Corpus Christi Public Library
Noelia Gonzalez, ILL Librarian
(512/880-8926)
805 Comanche
Corpus Christi, Texas 78401

Dallas Public Library
Heather Williams,
ILL Librarian
(214/670-1748)
1515 Young Street
Dallas, Texas 75201

El Paso Public Library
Julie Hicks, ILL Librarian
(915/533-3556)
501 N. Oregon
El Paso, Texas 79901

Fort Worth Public Library
Wynette Schwalm, ILL Librarian
(817/332-1160)
300 Taylor Street
Fort Worth, Texas 76102

Houston Public Library
Linda Sellin, ILL Librarian
(713/224-8575)
500 McKinney
Houston, Texas 77002

Lubbock City-County Library
Norma Reger, ILLLibrarian
(806/744-6710)
1306 Ninth Avenue L
Lubbock, Texas 79401

San Antonio Public Library
Kate Cordts, ILL Librarian
(512/226-7036)
203 South St. Mary's Street
San Antonio, Texas 78205

HAVING A SELECTION POLICY WILL HELP YOUR LIBRARY

Once you know where and how to find the information necessary for ordering library materials you are ready to select the materials you want. There is no reference book or experts list to tell you what you need for your own particular library, until you define your library by stating what it is doing and for whom.

You create that definition by consulting with all the relevant personnel in your institution. This section explains the value of developing a selection policy and provides you with a series of questions you, your administrator, and the staff who service your residents must answer in order to develop a policy.

A selection policy states the library's (and the library department's) goals and objectives; it defines the people the library will serve; it describes the kind of material that will best serve the people and will help meet the objectives.

A selection policy is a handy helper in all kinds of situations. Obviously, it helps in selecting library materials. The selection policy tells whomever is responsible for buying material this year what to look for in content, form, design, and level. It provides a description to send to publishers when requesting catalogs, it helps the selector read catalogs and reviews effectively because he/she knows what they are looking for, example "paperback books of good quality stock with illustrations and bright colors written at 5th grade level or below and about personal health care, jobs in general, and nutrition."

A written selection policy will help the most inexperienced person do a fair job selecting material. This is a very valuable service in situations where responsibility for the library moves around within the organization from year to year.

A selection policy serves as an orientation and training tool for new staff. It tells the new person what the library does for the department in which it is located, what its goals and objectives are in serving the institution, and who the primary library advisors are. This kind of information is as important for a new administrator to know as it is for a new library clerk to know.

A selection policy can ensure continuity for the library when administrators change. It informs the new boss what the library is doing and why.

A selection policy is a powerful tool at budget time. One can take the selection policy's clearly stated objectives, and its statement of how those objectives support and enhance the department's goals and objectives and place them unchanged in the budget narrative to explain library expenditures, to show how that department is using everything to do its job properly, and even to justify budget increases.

A selection policy can also help weed the library collection. You may be afraid to throw away those black bound books on natural sciences which someone donated thirty years ago. If your policy says you want science information of current usefulness for young adults, you will feel comfortable discarding out-of-date science books. Weeding a collection is an important part of selecting books. Going through the shelves tells you what you have, what you need, what you need to replace. Eliminating worn out books or books that are inappropriate opens shelf space and makes it easier to find the material you know your library users need and want right now.

You know what they need and what they want because you have written a selection policy.

QUESTIONS TO ANSWER TO DEVELOP A SELECTION POLICY

What are the library department's responsibilities within the institution? What is it supposed to do?

What goals and objectives has the department set for itself in the job of fulfilling those responsibilities?

How can the library help carry out those responsibilities or contribute to those goals and objectives?

Describe the people or groups of people who use the library.

What are they like in age, mental ability, social background, ethnic background?

What languages do they speak?

What is their current condition?

What do they expect from the library?

What do they need while in the institution which the library could supply?

What staff members could advise the library on material and make selections?

Who will be responsible for selecting material? Should anyone review the selections? Who!?

What form of materials (toys, paperback books, records) would best meet the goals and objectives and serve the needs?

What form would most appeal to residents (touch, hear, look - paperbacks, pictures, colors)?

What intellectual level(s) of material do the residents need?

What content areas will fulfill the goals and objectives and fill the residents' needs? What will entertain? What will inform? What will enlighten? What will educate? What will comfort? (See Life Coping Skills list for suggestions.)

SELECTION POLICY

Department Responsibilities, Goals, and Objectives

Library Users: Description and Needs

Library's Role

Persons to Consult on Selections

Selection Criteria

Content Areas Form Design Level

Adults and young adults who are just learning to read, or who read poorly and who are in crisis - unemployment, prison, hospital - want and need information which will help them cope. Such people are attracted to bright colored, well illustrated, easy to read books on the following topics.

Life Coping Skills List

AGING

- Aging Process
  - Emotionally
  - Mentally
  - Physiologically
- Care of the Aged in the Home
- Death
- Funerals
- Nursing Homes & Rest Homes
- Programs, Organizations, & Agencies for the Aging
- Retirement
  - Activities & Recreation
  - Benefits
  - Education
  - Employment
    - *See also* **Jobs**, Occupational Information
  - Housing
  - Planning
- Wills

CHILDREN

- Adolescence
- Adoption
- Babysitting
- Breast & Bottle Feeding
- Child Abuse
- Child Development
- Child Health Care
  - *See also* **Health**, **Disease** Information; **Health**, How to Select and Obtain Health Services
- Child Rearing
- Development of Verbal Skills
- Discipline
- Drop-out Prevention
- Emotional Problems in Children
  - *See also* **Health**, Mental Health; **Family**, Conflict; **Family**, Crisis
- Foster Care
- Gifted Children
- Playing With Your Children
- Premature Babies

Raising Children Alone
Retarded Children
See also **Health**, Retardation Prevention, **Health**, Prenatal Care
Selection of Child Care Facilities
Sex Education
See also **Family**, Sexual Relations
Success & Failure in School
Teaching Children to Handle Emergencies
See also **Home**, Safety Planning

COMMUNITY

Censorship
Citizenship: Naturalization
Citizen's Responsibilities
- Community Projects
- Jury Duty
- Public Office
- Social Action
- Voting, Vote Buying

Community Hazards
Community Organizations, Resources and Services
- Child Services
- Employment
- Fire
- Licensing Bureaus
- Police
- Public Health
- Public Library Services
- Referral Services
- Schools
- Volunteers
- Welfare

See also **Money Management**, Food Stamps

Dealing with Police
Emergency Services
- Disaster Action
- Red Cross
- Salvation Army
- Telephone Hot Lines

Ethnic Centers & Groups
Government: Local, State, National
How to Participate in & Use the Democratic Process
Juvenile Delinquency
Keeping Informed: Media, TV, Radio, Newspapers, Magazines
Military Service
Parliamentary Procedures
Reentry from Institutions
- Corrections
- Sanatoria
- Veterans

- Social Problems of the Community
  - Busing
  - Crime
  - Environment, Ecology
    - *See also* Health, Pollution
  - Street Safety
  - Zoning
- Street Gangs

EDUCATION

- Educational Institutions
  - Colleges & Universities
  - Community Colleges
  - Vocational & Technical
- How to Apply to Educational Institutions
- How to Study
- How to Take a Test
- Locating Information
- Self Education
  - Education Credit for Experience
  - Educational Loans, Scholarships, & Assistance Programs
  - Educational Programs for Adults
  - GED, High School Equivalency Diploma

FAMILY

- Brothers & Sisters: Sibling Relationships
- Common Law Marriages
- Divorces & Separations
- Extended Family: Cousins, Uncles, Grandparents, etc.
- Family Conflict
  - *See also* Children, Emotional Problems in Children
- Family Crisis
  - *See also* Aging, Death
- Identifying Strengths and Weaknesses in the Family
- In-Laws
- Marriage Roles
- Sexual Relations
- Unwed Parents

FREE TIME

- Astrology
- Cultural Activities: Music, Performing Arts, etc.
- Dancing
- Fortune Telling
- Gambling
- Games
- Handicrafts
- Hobbies
- Parks
- Pets
- Recreation
  - Indoor
  - Outdoor: Camping, Fishing, Hunting, Swimming, etc.

Sewing
Sports
TV, Radio, Movies
Using Free Time Effectively
Vacations

HEALTH

Alcoholism
Birth & Genetic Defects
Childbirth, Labor, Midwifery
Chronic Diseases
- Arthritis
- Cancer
- Diabetes
- Heart
- Hypertension
- Respiratory

Dental Care
Disease Information
See also **Health**, Chronic Diseases
Disease Prevention
- Cancer
  See also **Health**, Smoking
- Heart Disease
- Immunization, Innoculation
- Respiratory Disease

Drug Abuse
Exercise
Faith Healing
Family Planning
- Abortion
- Birth Control
- Fertilization and Sterility
- Sterilization

First Aid
Generic Drugs & Laws
Handicapped, Mental & Physical
Health Costs
- Doctors
- Hospital
- Medicaid
- Medicare

Home Health Care
Home Remedies, Medicinal Herbs
How to Select & Obtain Medical Services
- Dental
- Doctors
- Emergency
- Hospitals
- Medical Clinics
  See also **Community**, Community Organizations, Resources & Services, Public Health
- Mental

How to Talk with a Doctor

Insect & Pest Control
See also **Health**, Sanitation
Menopause
Mental Health
See also **Children**, Emotional Problems in Children
Nutrition
Patent Medicines: Over the Counter Medicines
Personal Hygiene
See also **Understanding Self & Others**, Personal Care & Grooming
Physiology & Anatomy
See also **Health**, Preserving Your Health
Physiology of Lifting
- Back Problems
- Hernias

Pollution
See also **Community**, Social Problems of the Community, Environment, Ecology
Prenatal Care
See also **Children**, Premature Babies
Prescriptions
Preserving Your Health
- General
- Hearing
- Sight

Quackery
Rehabilitation
Retardation Prevention
See also **Children**, Retarded Children
Sanitation
See also **Community**, Community Hazards
Smoking
Venereal Diseases
Weight Problems
- Diets
- Overweight
- Underweight
- Weight Watching Plans

What to Expect at the Hospital

HOME

Buying & Selling
Decorating
Furnishings
See also **Money Management**, Comparison Buying, Furniture & Accessories
Home Building
Home Gardening: Flowers & Vegetables
Home Management
- Care of Clothing
- Food Preparation: Canning, Freezing, Cooking
- House Cleaning

Maintenance & Repairs
Owner's Liabilities & Responsibilities
Remodeling
Renting

Safety Planning
Fires
See also **Money Management**, Insurance, Fire
Home Accidents, Poisons, etc.
Tornadoes
See also **Community**, Emergency Services
Trailers
Utilities

JOBS

Agricultural Jobs
Cooperatives
Farming
Land Use
Sharecropping, Tenant Farming
Woodland Management
Application Forms
Applying for a Job
Assessing Your Own Skills, Talents, and Interests
Career Planning
Civil Service Information
Distinguishing Between Good & Bad Jobs: Facilities, Fringe Benefits, Hours, Wages
Employee's Responsibilities
Employer's Responsibilities
Employment Agencies
Finding a Job
See also **Jobs**, Occupational Information; **Jobs**, Career Planning
Holding a Job
See also **Understanding Self & others**, Getting Along with Others
Job Discrimination
See also **Understanding Self & Others**, Dealing with Discrimination; **Legal Rights**, Civil Rights
Job Safety
Losing a Job
See also **Jobs**, Unemployment
Occupational Information
Seasonal Jobs
Training & Retraining Programs
See also **Education**, Educational Institutions
Unemployment
Unions
Upgrading on the Job
See also **Jobs**, Holding a Job
Working Women
Workmen's Compensation

LEGAL RIGHTS

Arrests
Civil Rights
Bill of Rights

- Civil Rights Movement
- Legal Rights Under the Law
- Other

Legal Aid

MONEY MANAGEMENT

Advertising
Auctions
Banks & Banking
- Checking
- Savings

Budgeting
Buying Guides
Car Buying: New and Used
Charge Accounts
Comparison Buying: Values in Purchasing
- Appliances
- Clothing

See also **Home**, Home Management, Care of Clothing

- Drugs
- Food
- Furnishings and Accessories

Consumer Magazines
Consumer Rights: Gypping
Counterfeits
Credit Bureaus
Credit Cards
Credit Unions
Discount Store Buying
Farm Equipment Purchases
Food Stamps

See also **Community**, Community Organizations, Resources, Services, Welfare

Fraud
Garnishments
Income Tax
- City
- Federal
- Local
- State

Installment Buying
Insurance
- Burial Insurance
- Disability Insurance
- Fire Insurance
- Health Insurance
- Home Owners Insurance
- Life Insurance
- Motor Vehicles Insurance
- Private Pension Plans

Interest Rates
Investing Money
Land Buying & Selling

- Loans: Borrowing Money
  - Easy Credit
  - FHA Loans
  - Loan Companies
- Mail Order Catalog Buying
- Rebates
- Retail Processes
- Sales Tax
- Social Security
- Warranties & Guarantees

MOVING

- Adjustment to the Neighborhood
- Church
- Employment
  - *See also* **Jobs**, Finding a Job
- Establishing Credit
- Food Shopping
- Housing
- Moving, Expenses, Methods
- Schools

RELIGION

- Churches
- Denominations & Sects
- Personal Beliefs

TRANSPORTATION

- Defensive Driving
- Driver's Licenses
  - *See also* **Community**, Organizations, Resources, & Services, Licensing Bureaus
- Highway Safety
- Maps
- Overnight Accommodations
- Routing
- Stations
- Types of Transportation: Comparisons, Convenience, Fares, Repairs, General Information
  - Air
  - Bicycles
  - Boats
  - Buses
  - Cars
  - Motorcycles
  - Trains

UNDERSTANDING SELF AND OTHERS

- Attitudes
- Changing Yourself

Communication
- Correct Speech Usage
- Giving Directions
- Listening
- Public Speaking
- Taking Directions
- Use of Telephones
- Writing Letters, Reports, etc.

Cultural Studies
Decision Making
Describing Feelings
ESP
Entertaining
Ethnic Studies
Friendship
Getting Along with Others, Interpersonal Relationships
- Accepting Help
- Dealing with Conflict
- Dealing with Criticism
- Dealing with Discrimination
- Dealing with Unwanted Advances
- Fighting Fairly
- Getting Acquainted
- Helping Others
- Meeting People
- Working with Others

Goal Setting, Planning and Achievement
Handling Intimacy
Living Alone
Love
Manners and Etiquette
Neighbors
Personal Adjustment
Personal Care and Grooming
See also **Health, Personal Hygiene**
Personal Ethics, Values, Morals, Standards
Personal Problem Solving
Respecting the Ideas and Beliefs of Others
Self-esteem
Self Evaluation
Self Understanding
Sensitivity to Yourself and Others
Sexual Relations
See also **Family, Sexual Relations**
Sportsmanship
Suicide
Superstition
Understanding What Makes Me the Way I Am:
Heredity & Environment
Women's Liberation Movement
See also **Jobs, Working Women**

Appalachian Adult Education Center
Morehead State University
Morehead, Kentucky 40351
(606) 784-9229